

HUDSON BOILER & TANK COMPANY

STEEL FABRICATORS AND ERECTORS

1725 WEST HUBBARD STREET • CHICAGO, ILLINOIS 60622

PHONE: 312 - 666 - 4780 • FAX: 312 - 666 - 5145

WEBSITE: <http://www.hudsonboiler.com>

Wednesday, April 18, 2012

To Whom It May Concern:

This is in reference to our former employee Ms. Laura Jo Clanton.

Laura Jo worked for us full time from early March, 2011 until June of this year, She was also attending school during this time. She was an invaluable employee to us for all of that time. Her duties were:

1. Telephone coverage and secretarial duties for four people.
2. Maintaining our job filing system.
3. Weekly payroll including tallying hours for tradesmen with varying rates of pay.
4. Bookkeeping including preparing and mailing customer invoices, handling supplier invoices and entering all information into our accounting system.
5. Making collection calls for accounts receivables requiring tact with our customer base.
6. Accounts payable.
7. Preparing and submitting monthly Union reports.
8. Handling personnel matters as they arose.

Laura Jo was a solid performer, reliable, responsible, and always handled herself in a professional manner.

If there are any questions or if further information is needed, do not hesitate to call.

Very truly yours,

Edward Hoveke, President
HUDSON BOILER & TANK CO.